INTERVALE FOOD HUB

INTERVALE FOOD HUB MANUAL FOR FARMERS, PROCESSORS AND VENDORS

An enterprise of the Intervale Center
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PURPOSE OF THE MANUAL

This manual is a resource for both current and potential farmers, processors and vendors working with the Intervale Food Hub (IFH). It is a living document, summarizing basic operations, as well as detailing policies and procedures to help guide suppliers in meeting the demands of the Intervale Food Hub. While much of the following content is common practice within the realm of food aggregation and distribution, the IFH has developed its own set of unique operations requiring specific standards that help us build efficiency and preserve quality from farm to consumer.

The manual can also be used as a reference and/or starting point for other food hubs and food-related businesses that are conducting aggregation and distribution.

Part 1 - INTRODUCTIONS

Intervale Center
The Intervale Center is a 501(c)(3) nonprofit organization whose mission is to strengthen community food systems. Founded in 1988, the Center manages 350 acres of farmland, trails and wildlife corridors along the Winooski River in Burlington, Vermont. Our programs and enterprises are organized around three high level goals: to enhance the viability of farming; promote the sustainable use of agricultural lands; and engage the community in the food system. Our impact reaches far beyond these 350 acres, as our innovative work inspires the development of community food systems in Vermont and beyond.

Intervale Food Hub
The Intervale Food Hub is an online local foods market offering convenient, year-round delivery. We collaborate with ecological farmers and food processors in our region to provide the community with an array of the highest quality foods. The business is owned by the Intervale Center and is committed to cultivating a local economy that sustains healthy food, farms, land and people.

The IFH’s goal is to strengthen the relationship between agricultural producers and the community. We believe in “community supported agriculture” where farmers and the community know, support and nourish one another. We provide 100% transparency and traceability, sharing the stories of our farms and processors and offering the community assurance that they are receiving the freshest, healthiest and safest food available.

The Intervale Food Hub is committed to our farmers and processors. We offer them a stable market, fair prices and advanced working capital, improving farm viability and quality of life. We also provide ongoing technical assistance and support, enabling them to grow and process more food, diversify production, develop specialty products and push the limits of Vermont’s growing season.
Part 2 - POLICIES & PROCEDURES

General Requirements
The Intervale Food Hub works with a diverse range of farmers and food processors, comprising all levels of experience and scale. We prioritize working with suppliers that are local and certified organic and that can provide the highest level of product quality, sustainability and service. In addition, communication and engagement from our suppliers are critical in order for the IFH to uphold our commitment to farmers, food processors and the community.

Below you will find a list of general requirements for all suppliers to the Intervale Food Hub. These are necessary for us to maintain product quality, service and a business that is transparent and accountable. Suppliers must:

- Provide proof of liability insurance to IFH (minimum of $1 million)
- Follow all required state and federal food safety and labeling regulations and provide proof of certification, where appropriate, to the IFH (for example, prepared foods, juices, etc.)
- Complete and return the IFH food safety checklist (for produce farms)
- Deliver product that meets IFH product labeling, grading and packaging standards
- Meet sales commitments set forth in the annual planning process and engage in appropriate communication to notify IFH buyer in the event of shortfall
- Attend annual farmer meetings (2-3 meetings per year)
- Provide logo, contact information, business description, photos, website and links to social media.
- Engage in IFH outreach and marketing efforts to help us tell your story (demos at host locations, engage in social media, taste tests, cooking classes, etc.)
- Attend IFH and Intervale Center events

Annual Planning
The IFH works with farmers and food processors every winter to develop a plan for the year. This process uses annual sales projections for the business to determine anticipated quantities of each product. Suppliers review and bid on which products they would like to provide. Product can be supplied by one or more producers during the course of the season as well as in fulfilling a single weekly order.

The decision making process is based on seniority, product niche, farm scale (i.e. in the case of multiple producers supplying one product, preference on volume is always given to smaller producers) and ability to meet annual commitments and all IFH requirements, including food safety, grading, packaging and labeling standards. New farmers and processors are added when there are gaps in supply.
The annual crop plan is finalized in February and serves as a guide for the year. Suppliers can use the pre-planning information (products, volumes and anticipated delivery dates) to prepare for the season. In May, all suppliers are offered the opportunity to receive pre-paid capital (this usually ranges between 10 to 20 percent) based on their sales projections for the year.

In general, suppliers can expect growth on an annual basis. This growth correlates to projected annual business growth. If the business is projected to grow by 20% in the following year, then suppliers can anticipate approximately a 20% increase in sales to the IFH.

**Pricing**

Our goal is to create a pricing structure that allows the IFH to maintain a viable business while providing fair and competitive prices to suppliers.

To reflect seasonal variations, we use two sets of product pricing: Summer/Fall (June 1 – October 31) and Winter/Spring (November 1 – May 31). Please contact the Intervale Food Hub buyer for the current price lists.

All prices are uniform and set in collaboration with suppliers on an annual basis. Price lists are distributed to IFH suppliers in December. Suppliers are responsible for reviewing the price lists and offering any proposed changes in January. If no feedback is received, then the current pricing structure from the previous year remains in effect for the following year.

All suppliers are required to adhere to the price list. Exceptions are made under certain circumstances, such as in the event of extreme weather conditions and natural disasters.

**Ordering**

Using the annual plan as a guide, the IFH buyer confirms weekly orders with suppliers to verify availability. If a supplier is unable to meet their commitment, then the IFH will seek out a replacement and make purchases in real time. It is best practice for suppliers to send a weekly or bi-weekly availability list to the IFH buyer to communicate current availability for real time purchasing. Most orders are confirmed or placed on Mondays and Thursdays.
Deliveries
The Intervale Food Hub facility is located at 180 Intervale Road, Burlington VT. The facility is equipped with refrigerated, unrefrigerated and frozen storage space.

Receiving Hours
All suppliers must deliver to the IFH facility and must check in product with IFH staff to ensure correct volumes are delivered and product quality meets our grading, packaging and labeling standards. **All deliveries must be made to the IFH facility by 10am on Tuesdays each week.** Although most deliveries will occur on Tuesday morning, suppliers are welcome to deliver in advance. Receiving hours for the IFH facility are Monday – Friday from 7:30am – 3:30pm. Please locate IFH staff when you deliver. After hours deliveries can be accommodated with prior approval from IFH staff.

Container Recycling
The Intervale Food Hub holds suppliers’ boxes and containers for reuse. We store waxed boxes on pallets located outside the facility. All other boxes are stored inside the facility. The IFH also owns a collection of ½ bushel and full bushel reusable plastic containers (RPC) which are available for suppliers. Suppliers are welcome to use RPC’s to deliver IFH product. RPCs should be cleaned and kept in circulation.

Product Refusal & Crediting
Suppliers are required to deliver according to IFH product quality standards (food safety, grading, packaging and labeling). All products that do not meet these standards will be subject to refusal. Product can be refused by IFH staff upon delivery or within a 24-hour period after delivery. If product is refused, then the supplier may choose to replace the product with one that meets IFH product quality standards by the 10am Tuesday cut off time, or IFH will request credit.

Billing & Payment
Suppliers must invoice the IFH on the day of delivery. Invoices can be submitted upon delivery (in the invoice drop-box), by mail or by email. Invoices must contain the following information:

- Date of billing
- Supplier name
- Supplier contact information
- Address for payment
- Product and quantity delivered
- Price per unit
- Total cost

The Intervale Center operates on a 30 day billing cycle, meaning all invoices will be paid within a 30 day period. All suppliers will receive payment as invoices are received. In
order to assist with farm cash flow, IFH provides all suppliers with an opportunity to receive pre-paid capital in May. If a supplier chooses to receive pre-paid capital in May, then they will continue to receive payment as invoices are submitted. In August, IFH will apply the pre-paid capital to reconcile the supplier’s balance. Thereafter, the supplier will continue to receive payment as invoices are submitted. Any questions regarding billing and payment should be directed to the IFH buyer.

**Part 3 - PRODUCT QUALITY STANDARDS**

The Intervale Food Hub is committed to offering our customers with the highest quality food – fresh, healthy and safe. All product supplied to the IFH must meet IFH product quality standards including food safety, grading, packaging and container labeling as outlined below.

**Food Safety**
Suppliers selling product to the IFH are expected to use best practices to ensure food safety when handling and distributing products for the IFH. Suppliers must follow all required state and federal food safety regulations and provide proof of certification to the IFH (where appropriate), as well as properly label product as required by specified regulations. Suppliers are categorized and regulated based on the products being produced. IFH suppliers generally fall into two categories: produce farmer and food processor.

The IFH does not require produce farmers to hold any food safety licenses; however, we do require them to complete the IFH food safety checklist for their operation on an annual basis. We encourage all produce farmers to have a comprehensive food safety plan. Farmers can refer to UVM’s Practical Food Safety for Produce Farms and/or USDA Good Agricultural Practices & Good Handling Practices Audit Verification Program to develop, implement and maintain a proper food safety plan.

Food processors fall into several categories and are regulated by a number of state and federal agencies. Food processing categories include meat and poultry products, dairy products and all other food products. IFH requires that all food processors adhere to the appropriate regulations based on their product. Please see the Appendices for food safety and food labeling requirements for Vermont food processors.

**Grading**
Crops sold to the IFH must be graded based on style (i.e. bunched vs. topped roots), size, firmness and cleanliness. IFH has adapted U.S. Grade Standards provided by the USDA Agricultural Marketing Service to develop a set of product standards for IFH suppliers. In general, the IFH requires product to meet U.S. No. 1 grade standards, meaning a specific crop must be of similar varietal characteristics, fresh and/or firm, fairly well shaped and colored, fairly clean, and free from rot, decay and damage. For
more details on USDA grade standards visit: http://www.ams.usda.gov/AMSv1.0/Standards. For a complete list of IFH grading standards, refer to the Appendices.

Packaging
The IFH has guidelines regarding packaging, including acceptable containers and appropriate case sizes. Acceptable containers include RPCs, wax and fiberboard boxes, plastic totes, plastic mesh and plastic vented bags, and bulk bins. Case sizes are specific to each product. IFH requires that suppliers over-fill cases by approximately 5% to offset weight losses during packing, storage and transit. Refer to the Appendix for a full list of accepted containers and case sizes by product.

Container Labeling
All containers (excluding 25# plastic bulk root bags) delivered to the IFH must be properly labeled. At a minimum, labels need to include the supplier name, product (arugula, beets, carrots, etc.), packing date and the count and/or net weight (24 count, 50 pounds, 24x1/3 pound bags, etc.).

Part 4 –TECHNICAL ASSISTANCE & SUPPORT
The Intervale Food Hub is committed to providing all suppliers with the resources they need to have successful, viable, strong businesses. We are always available to provide suppliers with direct technical assistance (TA) and one-on-one support.

In general, we offer suppliers a range of support and services, including aggregation, distribution, sales and marketing. We also offer suppliers access to new markets and pass along market information, including market demand, trends and needs. This information serves as a resource for our suppliers, enabling them to increase production, develop new products and meet evolving requirements for pricing, packaging, labeling and food safety.

As part of the Intervale Center, we are connected to a diverse and knowledgeable network of professionals and serve as a link to statewide resources for farmers and food processors. The Intervale Center is a partner in the Vermont Farm Viability Program and offers a comprehensive business planning program that helps Vermont farm operations and value-added businesses improve their viability. Through the program, we work one-on-one with beginning and established farmers throughout the state, providing specialized support and business planning assistance to help them expand their markets, increase revenues and achieve other quality of life goals that are critical to keeping them in farming.
APPENDICES

Intervale Food Hub Staff & Contact Information

Intervale Food Hub Producer List & Contact Information

Intervale Food Hub Food Safety Checklist for Produce Farms

UVM Extension Food Safety Requirements for Vermont Food Processors

UVM Extension Food Labeling for Vermont Food Producers and Processors

Intervale Food Hub Product Grading and Packaging Standards
Intervale Food Hub Staff List & Contact Information

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Burlington, Vermont 05401

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Rylan Sirianni, Packer & Driver
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Intervale Food Hub Producer List & Contact Information

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rachel.schattman@gmail.com

Burnt Rock Farm
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justinwrich@gmail.com

Butterworks Farm
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orders@butterworks.com

Champlain Orchards
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bill@champlainorchards.com

Diggers Mirth Collective Farm
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hillarymartinvt@gmail.com

Does’ Leap Farm
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Dragonfly Sugarworks
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The Farm Between
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Maple Wind Farm
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Meeting Place Pastures
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Miskell’s Premium Organics
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rugit13@aol.com

New Farms for New Americans
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Pitchfork Farm
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pitchfork.farm@yahoo.com

River Berry Farm
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eric@rockvillemarketfarm.com

Starbird Fish
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napletony@hotmail.com

Stray Cat Farm
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diana@straycatflowers.com

Sugarsnap Farm
Abbey Duke
Burlington, VT
(802) 324-7998
abbey@thesnapvt.com

Valley Dream Farm
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valleydream@myfairpoint.net
Food Safety Checklist for Produce Farms

Overview
The following checklist is an agreement between the Intervale Food Hub (IFH) and a participating produce supplier to verify that best practices are being used on-farm and en-route to the IFH to eliminate risk of contamination and ensure food safety. All produce farms selling to the IFH are required to complete the checklist by Jan 1st of each year and return it to:

Intervale Food Hub
180 Intervale Road
Burlington, VT 05401

Farmer Health & Hygiene
- Potable water is available to all farmers
- Farmers are trained on proper sanitation and hygiene practices
- Restrooms with hand washing stations are available for all farmers and are maintained regularly
- Signs are posted to instruct farmers to wash hands before beginning or returning to work
- Smoking and eating is done in areas away from where product is handled
- Product will not be handled by farmers who show signs of infectious disease (i.e. diarrhea, flu, etc.)
- First aid supplies are available to farmers at all times
- Farmers will use bandages and gloves to cover any open wounds

Water & Sewage
- All water used for cleaning & cooling produce (including ice) is tested annually for potential contaminants
- When irrigating crops, drying times between irrigation and harvest are maximized, and drip irrigation is used when possible to minimize contact with crops
- Farm sewage treatment/septic system functions properly with no evidence of leaking or runoff

Animals, Manure & Compost
- Deterrents are used to keep animals away from crop fields and sources of water used for irrigation
- Manure and compost located near crops are maintained to prevent runoff from contaminating crops
- If raw manure is applied to crop fields, it is incorporated at least 2 weeks prior to planting and a minimum of 120 days prior to harvest if edible plant portions are in contact with the soil, and 90 days prior to harvest if edible plant portions do not touch the soil
- If composted manure is applied to crop fields within 2 weeks before planting or 90 days before harvest, there is documentation to prove manure has been heated properly to eliminate contamination
**Harvest & Packing Activities**

All containers, equipment and supplies used to harvest and pack product are cleaned prior to use, stored in a protected area and only used for product during the harvest season.

Packing areas/facilities are routinely cleaned and maintained.

Effort is made to remove excessive soil from product and containers when harvesting.

Only food grade approved lubricants are used for packing equipment/machinery.

Chemicals not approved for use on product are stored and segregated from the packing area.

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**Storage & Transportation**

The storage facility and transport vehicles are routinely cleaned and maintained.

Proper storage temperatures are maintained during storage and transport of product.

Refrigeration system condensation does not come in contact with product.

Floors in storage areas are reasonably free of standing water.

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**Verification**

Please sign and date below.

<table>
<thead>
<tr>
<th>Farm Name</th>
<th>Supplier Name &amp; Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Checklist requirements have been adapted from UVM’s Practical Food Safety for Produce Farms & the USDA Good Agricultural Practices & Good Handling Practices Audit Verification Program.
Food Safety

Food Safety Requirements for Vermont Food Processors

UVM Extension Fact Sheet- Revised November 2012

Starting a specialty food business can be very rewarding, but it also requires a great deal of planning and attention to details, including meeting food safety regulations.

The regulations you need to meet depend on the type of food and processing method and where you are selling it. If you are selling food products within Vermont, you need to meet state regulations as listed below. If you are selling products within and outside of Vermont, you must meet state and federal requirements. In addition, selling to the following venues entails specific requirements:

- **Restaurants, grocery stores/coops, distributors:** Check with your buyer on their requirements, as they may be stricter than state or federal requirements.

- **Farmers Markets:** Detailed information on the food safety requirements, as well as recommended best food safety practices for selling at Vermont Farmers Markets are included in UVM fact sheets on this subject.

Restaurants and caterers must also meet specific food safety requirements of the Department of Health to sell their food products. If you are selling product to restaurants or caterers, the product sold will need to be licensed (see more information on licensing below).

Note that products such as fresh fruits and vegetables do not currently have specific state or federal regulations for their sale. However, they must meet the regulations of the buyer, so check with your buyer.

More information on the details of many of the various listed licenses and regulations referred to in the table is available in the text after the table.

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1. Fact sheets available from: [www.uvm.edu/extension/food/?Page=food_safety.html](http://www.uvm.edu/extension/food/?Page=food_safety.html)
2. Application for licenses and required regulations for restaurants and various types of caterers (Food Service Establishments) is available from: [www.healthvermont.gov/enviro/food_lodge/food_lodge_guide.aspx](http://www.healthvermont.gov/enviro/food_lodge/food_lodge_guide.aspx)
Food Safety requirements by food product type *(continued on next page)*:

<table>
<thead>
<tr>
<th>Food product type</th>
<th>Examples</th>
<th>Minimum size exemption</th>
<th>Selling in Vermont (Vermont state regulations)</th>
<th>Selling out of state (Federal regulations)- all size operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>High acid food* (pH &lt; 4.6)</td>
<td>Vinegars, preserves</td>
<td>&lt;$10,000</td>
<td>VT Dept of Health food processor license⁵</td>
<td>NO scheduled process needed. Subject to FDA inspection⁶</td>
</tr>
<tr>
<td>Formulated acid food⁷</td>
<td>BBQ sauce</td>
<td>&lt;$10,000</td>
<td>VT Dept of Health food processor license⁵</td>
<td>NO scheduled process needed. Subject to FDA inspection⁶</td>
</tr>
<tr>
<td>Acidified foods⁸ (formulated to have pH &lt;4.6)</td>
<td>Pickles, relishes, hot sauce</td>
<td>&lt;$10,000</td>
<td>VT Dept of Health food processor license⁵. Scheduled process requested for canned, shelf-stable acidified product⁶</td>
<td>Scheduled process required for canned, shelf-stable, acidified⁹ 21 CFR 114 for FDA products¹⁰</td>
</tr>
<tr>
<td>Low acid foods (pH &gt; 4.6)¹¹</td>
<td>Most canned vegetables, many soups</td>
<td>&lt;$10,000</td>
<td>VT Health Dept food processor license⁵. Scheduled process requested for canned, shelf-stable low-acid⁹ 21 CFR 113 for FDA products¹²</td>
<td>Scheduled process required for canned, shelf-stable, low-acid⁹ 21 CFR 113 for FDA products¹²</td>
</tr>
<tr>
<td>Baked goods (containing flour)</td>
<td>Breads, cookies</td>
<td>&lt;$6,500 if at home</td>
<td>VT Dept of Health Bakery license required¹３</td>
<td>NO scheduled process needed. Subject to FDA inspection⁶</td>
</tr>
</tbody>
</table>

³ Producers selling LESS THAN the indicated amount (gross sales) of that product within a one year period are exempt from state licensing and inspection requirements if selling in-state. However, other buyers may have stricter requirements: contact your buyer to confirm their requirements. All products (regardless of sales volume) sold to other licensed facilities (restaurants and caterers) must be produced under a license. All processors selling out of state, regardless of their size, must meet the listed FDA regulations.

⁴ Product must be made of >90% naturally acid (less than pH 4.6) ingredients (such as applesauce, tomatoes, etc.)

⁵ More information on VT Dept of Health Food Processing licensing is available below the table.

⁶ Information on FDA registration and inspection requirements available below this table.

⁷ Majority (>90%) of ingredients have natural pH ≤ 4.6. (i.e. tomato sauce with bits of onion).

⁸ Product that has less than 90% naturally acid (less than pH 4.6) ingredients, and the product pH is brought down to less than 4.6 by vinegar, lemon juice, or other acid. Note that the FDA typically requires a pH of <4.2 for FDA-regulated products to ensure safety.

⁹ More information on canned food regulations is available from: www.uvm.edu/extension/food/?Page=food_safety.html


¹¹ Note that the necessary equipment for commercial canning of low acid foods IN Vermont is currently not available. Therefore, to meet state or federal requirements, low acid products must either be canned out of state, or frozen, refrigerated or dehydrated.

¹² Low Acid Food regulations available at: www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/CFRSearch.cfm?CFRPart=113

¹³ Information on VT bakery licensing and inspection requirements available below this table.
<table>
<thead>
<tr>
<th>Dairy products</th>
<th>Milk, cheese, frozen desserts</th>
<th>ALL operations must meet requirements</th>
<th>VT Agency of Ag Dairy section inspection and licensing required</th>
<th>Subject to FDA licensing and inspection(^4). Must follow Pasteurized Milk Ordinance(^5).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maple syrup products</td>
<td>Maple syrup, maple sugar</td>
<td>ALL must meet</td>
<td>VT Agency of Agriculture maple laws and regulations(^6)</td>
<td>Subject to FDA licensing and inspection(^8).</td>
</tr>
<tr>
<td>Pet food</td>
<td>Treats, foods for pets</td>
<td>ALL must meet</td>
<td>VT Agency of Ag regulates(^7). Analyze product nutritional content(^8)</td>
<td>FDA Pet Food Regulations and Labeling(^9).</td>
</tr>
<tr>
<td>Products containing more than 3% meat or poultry (by raw weight)(^{20})</td>
<td>Sausages, whole meat cuts, meat pies</td>
<td>ALL those selling product must meet</td>
<td>VT Agency of Ag inspection and licensing required for all sizes of operations(^9). HACCP plan required(^{21}).</td>
<td>USDA FSIS requirements must be met, including having a HACCP plan(^{22}).</td>
</tr>
<tr>
<td>Seafood</td>
<td>Selling or re-selling</td>
<td>ALL must meet</td>
<td>VT Dept of Health Seafood license(^{24}), HACCP plan required.</td>
<td>Subject to FDA requirements, including having a HACCP plan(^{25}).</td>
</tr>
<tr>
<td>Fruit juice or cider</td>
<td>Apple juice or cider, citrus juices.</td>
<td>&lt;$10,000</td>
<td>VT Dept of Health food processor requirements. HACCP plan requested.</td>
<td>FDA inspection and requirements, including having a HACCP plan(^{26}). Follow 21 CFR Part 120(^{27}).</td>
</tr>
<tr>
<td>Other processed food products(^{28})</td>
<td>Candies, popcorn, etc</td>
<td>&lt;$10,000</td>
<td>VT Dept of Health food processor license(^5)</td>
<td>Subject to FDA inspection(^6).</td>
</tr>
</tbody>
</table>

**Vermont Department of Health Food Processing Licensing Q&A**

**Q. Why should I get a Vermont food processing license?**

**A.** There are several reasons:

1. As indicated in the table above, depending on what and how much you are processing, you may be required by law to have a license.
2. The inspection accompanying this license is useful to help to ensure that you are producing as safe a product as possible to reduce the likelihood of foodborne illnesses in your consumers, which will help to protect your business in the long term.
3. Improving the safety of your product should also increase your product shelf life.
4. The license itself can be a good marketing tool for your products to assure your customers that you are committed to producing the safest, highest quality product possible.
5. Having the license may help you sell your product to some grocery stores and distributors that require it.

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\(^{14}\) Information on VT dairy product licensing and inspection requirements available below this table.


\(^{16}\) Laws and regulations available from: [www.vermontagriculture.com/fscp/pidconsumer.htm#laws](http://www.vermontagriculture.com/fscp/pidconsumer.htm#laws)

\(^{17}\) Regulations available from: [www.vermontagriculture.com/documents/Pet%20Food%20Regulations.pdf](http://www.vermontagriculture.com/documents/Pet%20Food%20Regulations.pdf)

\(^{18}\) Information on nutrient content analysis requirements is available from: [www.vermontagriculture.com/documents/PetFoodGuarantee.pdf](http://www.vermontagriculture.com/documents/PetFoodGuarantee.pdf)

\(^{19}\) Regulations available from: [www.fda.gov/AnimalVeterinary/Products/AnimalFoodFeeds/PetFood/ucm2006475.htm](http://www.fda.gov/AnimalVeterinary/Products/AnimalFoodFeeds/PetFood/ucm2006475.htm)

\(^{20}\) Products that contain more than 2% meat by cooked weight must follow the same regulations.

\(^{21}\) More specific information on meat inspection and licensing requirements is available in the following UVM fact sheet: [www.uvm.edu/extension/food/pdfs/meatinspectionmatrix_june2012.pdf](http://www.uvm.edu/extension/food/pdfs/meatinspectionmatrix_june2012.pdf)

\(^{22}\) UVM fact sheet on HACCP: [www.uvm.edu/extension/food/pdfs/HACCP_factsheet_october2012.pdf](http://www.uvm.edu/extension/food/pdfs/HACCP_factsheet_october2012.pdf)


\(^{24}\) Shellfish Sanitation Program Rules available from: [http://healthvermont.gov/regs/shellfishrules.pdf](http://healthvermont.gov/regs/shellfishrules.pdf). For special processes such as smoking fish, a third party review to ensure the safety of the product is required.

\(^{25}\) Regulations available from: [www.fda.gov/Food/FoodSafety/Products-SpecificInformation/Seafood/FederalStatePrograms/NationalShellfishSanitationProgram/ucm061616.htm](http://www.fda.gov/Food/FoodSafety/Products-SpecificInformation/Seafood/FederalStatePrograms/NationalShellfishSanitationProgram/ucm061616.htm)

\(^{26}\) More information on juice HACCP available from: [www.fda.gov/Food/FoodSafety/hazardanalysiscriticalcontrolpointshaccp/juicehaccp/default.htm](http://www.fda.gov/Food/FoodSafety/hazardanalysiscriticalcontrolpointshaccp/juicehaccp/default.htm)

\(^{27}\) Juice regulations available from: [www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/CFRSearch.cfm?CFRPart=120](http://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/CFRSearch.cfm?CFRPart=120)

\(^{28}\) Check with UVM Extension Food Safety with questions on specific food products, as specific requirements may apply to other products.
Q. How much does a food processing license cost?
A. If your yearly gross receipts are between $10,001 and $50,000: $115
   Yearly gross receipts over $50,000: $155

Q. How do I get a food processor license?
A. The application to be filled out and submitted for the license is found here:
   www.healthvermont.gov/forms/documents/Food_Lodging_license_application.pdf. If you are planning to construct a
   new facility or remodel, you should contact the sanitarian in your area before construction to review your plans (map
   available here: www.healthvermont.gov/enviro/food_lodge/documents/Sanitarianmap.pdf). The local sanitarian is also
   available to answer questions and will conduct inspections of your establishment.

Q. What requirements do I need to meet under this food processing license?
A. The requirements can be found here: www.healthvermont.gov/enviro/food_lodge/food_reg.aspx.

Q. Can I get a food processing license if I am using my home kitchen?
Yes, other home kitchens have also been certified by the VT Dept of Health for a food processing license.

Vermont Department of Health Bakery Licensing Q&A

Q. Why should I get a Vermont bakery license?
A. There are several reasons, which are similar to the reasons for a food processing license listed above. If you are
   selling more than $6500/year of baked goods (containing flour), you are required by law to have a bakery license.

Q. How much does a bakery license cost?
   Home license $55  Small commercial²⁹ $125  Large commercial $250

Q. How do I get a bakery license?
A. The application is available at: www.healthvermont.gov/forms/documents/Food_Lodging_license_application.pdf.

Q. What requirements do I need to meet under this bakery license?
A. The regulations can be found here: www.healthvermont.gov/enviro/food_lodge/Bakeries.aspx.

Vermont Agency of Agriculture Dairy Product Licensing Information
All dairy products (milk, cheese, butter, goat’s milk cheese, etc.) must meet VT Agency of licensing and labeling
requirements. The following licenses are required:
-   Milk Handler’s License³¹: for anyone selling dairy products they produce
-   Frozen desserts:
   -   If a dairy-based frozen dessert is made from scratch, a Milk Handler’s License is required and the person
       making the dessert must pasteurize the mix.
   -   If dairy-based frozen dessert is made from a pasteurized mix and pasteurized at a licensed plant, only a
       Frozen Dessert License³² is needed
   -   If frozen dessert contains no dairy product (such as sorbet), a Frozen Dessert License is needed

FDA Registration and Inspection Q&A

²⁹ Commercial license is required if you are using commercial equipment and stoves in your home kitchen or operating out of a
   facility other than your home.
³⁰ Contact the Dairy Section of the Agency of Agriculture at (802) 828-2433 for more information. It is recommended that producers
   submit draft labels to the Dairy Section of the Agency of Agriculture for review before printing.
³² Contact the Dairy Section of the Agency of Ag at (802) 828-2433 to request a copy of the Frozen Desert License application.
Q. What steps do I need to take for my product to meet FDA requirements?
A. 1) Obtain the proper licensing from the VT Dept of Health as described above.
2) Register your processing facility with the FDA every 2 years (October- December of the even numbered years (2012, 2014)), as required by the Food Safety Modernization Act online (free) at: www.fda.gov/Food/GuidanceComplianceRegulatoryInformation/RegistrationofFoodFacilities/OnlineRegistration/default.htm
3) If required (see table above), you may need to file a scheduled process for your food product with the FDA. More information is available from: www.uvm.edu/extension/food/?Page=food_safety.html#publications.
4) FDA may come to inspect your facility after you are registered with them. Currently, they are trying to inspect all facilities once every seven years, but they may have increased inspections for higher-risk products.

Q. What requirements do I need to meet in FDA inspections?
A. All food products under FDA jurisdiction should be produced and/or processed using the FDA’s current Good Manufacturing Practices (Code of Federal Regulations (CFR) Title 21 Part 110: www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/CFRSearch.cfm?CFRPart=110
More information on GMPs: www.uvm.edu/extension/food/pdfs/GMP%20fact%20sheet_Aug%202012_final.pdf

Q: How will the FDA Food Safety Modernization Act (FSMA) affect my operation?
A: FSMA, which was signed into law in January 2011, will impact federal food safety requirements and will place a greater emphasis on prevention of food safety issues. However, the exact details of this legislation will not be known until the FDA publishes the Final Rules of this legislation. Some food businesses in Vermont will be exempted from this legislation due to their small size. Further information will be provided when more details have been finalized.

Other frequently asked food safety regulation questions

Q. Who else do I need to contact to start a food processing business?
A. 1) Contact the town or city clerk’s office in the municipality in which you will locate your establishment for any local zoning restrictions, licensing or permit requirements.
2) More information on other state agencies that should be contacted (Agency of Natural Resources, Environmental Conservation, Labor and Industry, Taxes): www.healthvermont.gov/enviro/food_lodge/food_lodge_guide.aspx

Q. What other resources are available if I want to start a food processing business?
A. - For food safety information, contact londa.nwadike@uvm.edu at the Berlin UVM Extension Office
- Food labeling information is available from: www.uvm.edu/extension/food/pdfs/food_labeling_vt_producers_aug2012.pdf
- For business planning information, contact the Berlin UVM Extension Office at 802 223 2389 or the Vermont Small Business Development Center (www.vtsbdc.org)

Other useful resources:
- UVM Extension Food Business Development information: www.uvm.edu/extension/community/?Page=development.html
- Online support for New England Food Entrepreneurs: http://extension.unh.edu/nefe/index.html

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Fact sheet reviewed by:
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Food Labeling for Vermont Food Producers and Processors

UVM Extension Fact Sheet- August 2012

State and federal food labeling requirements can be very confusing for food producers and processors. This fact sheet aims to clarify regulations for the food products most commonly sold by Vermont food producers and processors.

The Vermont Agency of Agriculture, Food and Markets (VAAFM) is the State Agency responsible for most food labeling. Within the Agency, the responsible section depends on the type of product, as indicated below. Note that in addition to the requirements listed below, meat¹, poultry¹, dairy², and alcohol³ products must meet additional labeling requirements. These State government entities are very open to answering questions regarding Vermont and federal requirements and reviewing label proofs for compliance before printing.

<table>
<thead>
<tr>
<th>Product type</th>
<th>Responsible VAAFM section</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meat and poultry products</td>
<td>Meat Inspection Section</td>
<td>Meat Section: (802) 828-2426</td>
</tr>
<tr>
<td>Dairy products</td>
<td>Dairy</td>
<td>Dairy Section: (802) 828-2433</td>
</tr>
<tr>
<td>All other food products</td>
<td>Consumer Protection</td>
<td>Consumer Protection: (802) 828-2436</td>
</tr>
</tbody>
</table>

**General requirements for all food products**

There are three primary requirements for labeling of all products sold by weight or liquid measure, including: 1) identity of product, 2) quantity and 3) declaration of responsibility. All products containing two or more ingredients must also be labeled with a list of ingredients.

1) **Identity of product/ Statement of identity**

   - *What it is:* The common or usual name of the food, if it has one. Note that the name of some foods (such as “maple syrup” or “fruit jam”) are State or Federally regulated as to what the product must contain to bear that name (the “standard of identity”⁴)

   - *Where it must appear:* On the Principle Display Panel (PDP)⁵ - the main label panel.

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¹ More information on meat and poultry labeling requirements is available in a UVM Extension Fact Sheet: [http://www.uvm.edu/extension/food/pdfs/meat_labeling_factsheet_march2012.pdf](http://www.uvm.edu/extension/food/pdfs/meat_labeling_factsheet_march2012.pdf)
² Contact the Dairy Section of the Agency of Agriculture at (802) 828-2433 for more information.
⁴ Examples and more information at: [www.ag.ndsu.edu/foodlaw/processingsector/standardofidentity](http://www.ag.ndsu.edu/foodlaw/processingsector/standardofidentity)
2) Quantity
   - What it is: an accurate declaration of the weight, volume, or number of products in the package.
     o Generally, solids are sold by weight and liquids by volume. Combinations may be sold by weight or volume.
     o Metric quantities (liter, grams, etc.) are now required on most labels. The metric units may appear before or after the customary declaration and must be shown in three digits.
       ▪ For example: 1lb (454 grams) OR 1 quart (.946 L)
   - Where it must appear: In the lower third of the principal display panel (PDP) (see above image).
     o If the package has a PDP of less than 5 square inches, the quantity can appear anywhere.
   - Exemptions:
     o Small Packages that are less than ½ ounce or those intended for use in a restaurant, institution, etc.
     o Meat, poultry, fluid dairy, ice cream, alcohol- have specific Federal Labeling Requirements.
     o Foods packaged at retail stores (metric weight not required)
   - Other notes:
     o A few containers in a lot may be under weight or measure but the average must meet the stated value and the shortages (in any container) must be small.
     o A declaration of quantity shall not be qualified. "Jumbo Pound", "Minimum Weight", "Full Gallon" or any other term that exaggerates the amount is not allowed.
     o The area of the PDP determines the minimum height of the numbers and letters in the quantity statement.  
       o Quantities must be expressed in the largest whole unit of measure. i.e. Products that are less than a pound (or a pint) must be labeled in terms of ounces or fluid ounces.

3) Responsibility
   - What it is: name, address\(^7\) and zip code of the manufacturer, packer OR distributor taking responsibility for the product (see bottom of Examples A and B below)
   - Where it must appear: on the front panel OR with the ingredients on the informational panel (side panel).
   - Exemptions: Not required if the product is sold on the same premises where it was packed.
   - Other notes:
     o Minimum letter and number height is 1/16 inch for most packages.
     o Unless the name given is the actual manufacturer of the product, the name must be accompanied by a qualifying phrase which states the firm's relation to the product.
       EXAMPLE: "Manufactured for __________" or "Distributed by____________"

Note that identity, responsibility, and quantity statements may be hand written so long as the size requirements are met and the writing is clearly legible.

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\(^5\) The PDP is the portion of the package label that is most likely to be seen by the consumer at the time of purchase.


\(^7\) The street address may be omitted if the address can be found in the phone book or city directory.
4) Ingredient list

- **What it is:** Listing of ingredients in decreasing order of predominance by weight (the most first, the least last). Even ingredients used in trace quantities must be listed.
  - The food source of major allergens must be listed either adjacent to (Example A) or in (Example B) the ingredients statement.

- **Where it must appear:** On the same label panel as the name and address of the manufacturer, packer or distributor.

- **Exemptions:** Not required on products containing only one ingredient

- **Other notes:**
  - If the product contains a processed or standardized food as an ingredient (such as enriched flour, see examples on right), then the ingredients of that food must also appear in parenthetical form in the list.

**Nutritional Labeling**

Larger food processors (selling >$50,000 of food/year) are legally required to include Nutrition Facts on their retail product labels. However, Nutrition Facts may be required by some retailers/buyers and are helpful in marketing to consumers.

- **What it is:** “Nutrition Facts” labeling listing serving size, calories and key nutrients (see example image at right)

- **Where it must appear:** On the same label panel as the ingredient list and the name and address of the manufacturer, packer or distributor.

- **Exemptions:**
  - Small businesses selling less than $50,000 of food/year are exempted.
    - NOTE: If any company makes a nutritional or health claim on the label or if the food is fortified or for baby food, nutrition labeling is required.

- **Other notes:**
  - Most Vermont companies hire a dietician to use a computer database to generate Nutrition Facts. However, companies could also send in the product to a laboratory for complete analysis, but this would be considerably more expensive.

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8 The eight food sources for allergens are milk, eggs, fish, crustacean shellfish, tree nuts (walnuts, almonds, pecans, etc.), wheat, peanuts and soybeans, as well as their derivatives, such as caseinate, albumin or whey.

9 Many Vermont companies utilize this service: [www.nutrient-analysis.com](http://www.nutrient-analysis.com)
Note that meat and poultry products have different requirements, as outlined in a fact sheet listed in the footnotes.\(^{10}\)

The Nutrition Labeling and Education Act (1990) that regulates Nutrition Facts also authorizes the use of very specific and FDA approved nutrition content and health claims, such as “low fat” \(^{11}\).

**Non-regulatory items**

1) **Bar Codes (UPC)**
   - *What it is*: The bar code, or Universal Product Code (UPC) provides information about the product identity, size, price and other necessary data. The retailer may provide the UPC for you if asked.
   - *Where it must appear*: Anywhere on the package, other than it may NOT appear between the required labeling on the information panel (i.e. between the Nutrition Facts and the Ingredient statement).
   - *Exemptions*: NOT a regulatory requirement. However, it may be required by a retailer/distributor, particularly larger stores.
   - *Other notes*:
     - UPC numbers can be purchased from a company called GS1 (www.gs1us.org). The yearly fee for the bar code is based on the number of products and gross sales.
     - If you are not planning to sell to stores that require GS1 codes but still would like a bar code, you can also use discounted bar codes such as from: www.nationwidebarcode.com

2) **Organic, Gluten-free and other labeling topics**
   - For more information about “organic” food labeling and processing contact the Northeast Organic Farming Association of Vermont (www.nofavt.org).
   - Topic-specific food labeling information, including on Gluten-Free labeling is available from: www.fda.gov/Food/LabelingNutrition/FoodLabelingGuidanceRegulatoryInformation/Topic-SpecificLabelingInformation/default.htm

For more information:


**UVM Extension helps individuals and communities put research-based knowledge to work.**

*Fact sheet prepared by Dr. Londa Nwadike, UVM Extension Food Safety Specialist, londa.nwadike@uvm.edu; tel: 802-223-2389; 617 Comstock Road, Berlin, VT 05602*

*Fact sheet reviewed by:*
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- Jessie Schmidt, UVM Extension Coordinator for Community and Agricultural Programs

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\(^{10}\) See Meat labeling fact sheet for more information: www.uvm.edu/extension/food/ pdfs/meat_labeling_factsheet_march2012.pdf

\(^{11}\) More information on these claims is available from: www.fda.gov/Food/GuidanceComplianceRegulatoryInformation/GuidanceDocuments/FoodLabelingNutrition/FoodLabelingGuide/ucm2006828.htm
# Intervale Food Hub Product Standards

## Produce, vegetable

<table>
<thead>
<tr>
<th>Product</th>
<th>Standard</th>
<th>Packaging</th>
<th>Case Pack</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>arugula, baby, bag</td>
<td>1/4lb bag</td>
<td>plastic bag in wax box, RPC or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>arugula, baby, bag</td>
<td>1/3lb bag</td>
<td>plastic bag in wax box, RPC or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>asparagus, bunched</td>
<td>U.S.no.1, 1lb bunch, 8in. stalk length minimum</td>
<td>packed vertical, butt-end down in pyramid crate, wax box or plastic tote</td>
<td>16 count</td>
<td></td>
</tr>
<tr>
<td>beans, snap, bag</td>
<td>U.S.no.1, 1/2lb bag</td>
<td>vented plastic bag in wax box, RPC or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>beans, snap, bag</td>
<td>U.S.no.1, 1/2lb bag</td>
<td>vented plastic bag in wax box, RPC or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>beet greens, bag</td>
<td>U.S.no.1, 1/2lb bag</td>
<td>plastic bag in wax box, RPC or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>beet greens, bag</td>
<td>U.S.no.1, 1/2lb bag</td>
<td>plastic bag in wax box, RPC or plastic tote</td>
<td>12 count</td>
<td></td>
</tr>
<tr>
<td>beets, bulk</td>
<td>U.S.no.1, roots &gt;1.5in. diameter</td>
<td>plastic bag in wax box, RPC or plastic tote</td>
<td>25 lb</td>
<td></td>
</tr>
<tr>
<td>bok choy, baby</td>
<td>bulk, 2in. minimum diameter</td>
<td>wax box, RPC or plastic tote</td>
<td>20 lb</td>
<td></td>
</tr>
<tr>
<td>broccoli, bunched</td>
<td>U.S.no.1</td>
<td>wax box, RPC or plastic tote</td>
<td>14 count</td>
<td></td>
</tr>
<tr>
<td>broccoli raab, bunch</td>
<td>1/2lb bunch</td>
<td>wax box, RPC or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>brussels sprouts, bag</td>
<td>U.S.no.1, 1/2lb bag, sprouts &gt;1in. diameter</td>
<td>plastic mesh or vented plastic bag in wax box, RPC or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>brussels sprouts, bag</td>
<td>U.S.no.1, 1lb bag, sprouts &gt;1in. diameter</td>
<td>plastic mesh or vented plastic bag in wax box, RPC or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>cabbage</td>
<td>U.S.no.1, medium, 2-5lb head</td>
<td>wax box, RPC or plastic tote</td>
<td>40 lb</td>
<td></td>
</tr>
<tr>
<td>napa cabbage</td>
<td>U.S.no.1, medium, 2-5lb head</td>
<td>wax box, RPC or plastic tote</td>
<td>20 lb</td>
<td></td>
</tr>
<tr>
<td>carrots, bulk</td>
<td>U.S.no.1, roots 3/4-1.5in. diameter</td>
<td>vented plastic bag</td>
<td>25 lb</td>
<td></td>
</tr>
<tr>
<td>carrots, bunched</td>
<td>U.S.no.1, bunch &gt;1lb, at least 4 carrots/bunch</td>
<td>wax box, RPC or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>cauliflower</td>
<td>U.S.no.1</td>
<td>wax box, RPC or plastic tote</td>
<td>12 count</td>
<td></td>
</tr>
<tr>
<td>celery</td>
<td>U.S.no.1</td>
<td>wax box, RPC or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>celery root</td>
<td>topped, well trimmed, 3in. minimum diameter</td>
<td>vented plastic bag</td>
<td>25 lb</td>
<td></td>
</tr>
<tr>
<td>chard, bunch</td>
<td>app. 1lb bunch, 6-8 leaves/bunch</td>
<td>wax box, RPC or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>chard, bulk</td>
<td>1/3lb bag</td>
<td>plastic bag in wax box, RPC or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>collards</td>
<td>U.S.no.1, app. 1lb bunch, 6-8 leaves/bunch</td>
<td>wax box, RPC or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>corn</td>
<td>U.S.no.1</td>
<td>wax box, RPC or plastic tote, wax box or RPC</td>
<td>48 count</td>
<td></td>
</tr>
<tr>
<td>eggplant, asian</td>
<td>U.S.no.1, 22-28/case</td>
<td>wax box, RPC or plastic tote</td>
<td>10 lb</td>
<td></td>
</tr>
<tr>
<td>eggplant, italian</td>
<td>U.S.no.1, 22-28/case</td>
<td>wax box, RPC or plastic tote</td>
<td>25 lb</td>
<td></td>
</tr>
<tr>
<td>fennel</td>
<td>U.S.no.1, bulb &gt;2in. diameter</td>
<td>wax box, RPC or plastic tote</td>
<td>12 count</td>
<td></td>
</tr>
<tr>
<td>garlic</td>
<td>U.S.no.1, bulb &gt;1.5in. diameter</td>
<td>plastic mesh bag, wax box or RPC</td>
<td>10 lb</td>
<td></td>
</tr>
<tr>
<td>garlic scapes</td>
<td>bulk</td>
<td>vented plastic bag, wax box, RPC or plastic tote</td>
<td>10 lb</td>
<td></td>
</tr>
<tr>
<td>kale, bunch</td>
<td>U.S.no.1, app. 1lb bunch, 6-8 leaves/bunch</td>
<td>wax box, RPC or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>kale, lacinato, bunch</td>
<td>U.S.no.1, app. 1lb bunch, 6-8 leaves/bunch</td>
<td>wax box, RPC or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>kale, bulk</td>
<td>U.S.no.1, 1/3lb bag</td>
<td>plastic bag in wax box, RPC or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>kohlrabi, bulk</td>
<td>leaves removed, diameter 2-4in. minimum</td>
<td>wax box, RPC or plastic tote</td>
<td>25 lb</td>
<td></td>
</tr>
<tr>
<td>kohlrabi, bunch</td>
<td>leaves in good condition, 1lb bunch, diameter 2-4in. min.</td>
<td>wax box, RPC or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>leeks, bulk</td>
<td>diameter &gt;3/4in.,10-15in. Length</td>
<td>wax box, RPC or plastic tote</td>
<td>20 lb</td>
<td></td>
</tr>
<tr>
<td>leeks, bunch</td>
<td>1lb bunch, diameter &gt;3/4in.,10-15in. length</td>
<td>wax box, RPC or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>lettuce</td>
<td>U.S.no.1, 1/2lb minimum/plant</td>
<td>wax box, RPC or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>mesclun</td>
<td>1/4lb bag</td>
<td>plastic bag in wax box, RPC, or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>mesclun</td>
<td>1/3lb bag</td>
<td>plastic bag in wax box, RPC, or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>mesclun</td>
<td>1/2lb bag</td>
<td>plastic bag in wax box, RPC, or plastic tote</td>
<td>24 count</td>
<td></td>
</tr>
<tr>
<td>mushrooms, shiitake</td>
<td>U.S.no.1, large, 4oz.</td>
<td>plastic bag in wax box, RPC, or plastic tote</td>
<td>16 count</td>
<td></td>
</tr>
<tr>
<td>mushrooms, oyster</td>
<td>U.S.no.1, large, 4oz.</td>
<td>plastic bag in wax box, RPC, or plastic tote</td>
<td>16 count</td>
<td></td>
</tr>
<tr>
<td>onions</td>
<td>U.S.no.1, bulb &gt;1.5in. diameter</td>
<td>plastic mesh bag, wax box or RPC</td>
<td>50 lb</td>
<td></td>
</tr>
<tr>
<td>Product</td>
<td>Standard</td>
<td>Packaging</td>
<td>Case Pack</td>
<td>Unit</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------</td>
<td>------</td>
</tr>
<tr>
<td><strong>Produce, vegetable</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>parsnips</td>
<td>U.S.no.1, roots&gt;1, 5in.diameter</td>
<td>vented plastic bag</td>
<td>25</td>
<td>lb</td>
</tr>
<tr>
<td>peas, snap</td>
<td>U.S.no.1, 1/2lb bag</td>
<td>vented plastic bag in wax box, RPC or plastic tote</td>
<td>24</td>
<td>count</td>
</tr>
<tr>
<td>peas, snow</td>
<td>U.S.no.1, 1/2lb bag</td>
<td>vented plastic bag in wax box, RPC or plastic tote</td>
<td>24</td>
<td>count</td>
</tr>
<tr>
<td>peas, snow</td>
<td>U.S.no.1, 1 lb bag</td>
<td>vented plastic bag in wax box, RPC or plastic tote</td>
<td>24</td>
<td>count</td>
</tr>
<tr>
<td>peppers, green</td>
<td>U.S.no.1, fruit&gt;2, 5in. diameter</td>
<td>wax box, RPC or plastic tote</td>
<td>25</td>
<td>lb</td>
</tr>
<tr>
<td>peppers, red</td>
<td>U.S.no.1, fruit&gt;2, 5in. diameter</td>
<td>wax box, RPC or plastic tote</td>
<td>25</td>
<td>lb</td>
</tr>
<tr>
<td>potatoes, blue</td>
<td>U.S.no.1, size A</td>
<td>wax box, RPC or plastic tote</td>
<td>50</td>
<td>lb</td>
</tr>
<tr>
<td>potatoes, fingerling</td>
<td>U.S.no.1</td>
<td>wax box, RPC or plastic tote</td>
<td>20</td>
<td>lb</td>
</tr>
<tr>
<td>potatoes, new</td>
<td>U.S.no.1</td>
<td>wax box, RPC or plastic tote</td>
<td>25</td>
<td>lb</td>
</tr>
<tr>
<td>potatoes, red</td>
<td>U.S.no.1, size A</td>
<td>wax box, RPC or plastic tote</td>
<td>50</td>
<td>lb</td>
</tr>
<tr>
<td>potatoes, yellow</td>
<td>U.S.no.1, size A</td>
<td>wax box, RPC or plastic tote</td>
<td>50</td>
<td>lb</td>
</tr>
<tr>
<td>pumpkin, pie</td>
<td>U.S.no.1, 2-4lb</td>
<td>wax box, RPC or plastic tote</td>
<td>40</td>
<td>lb</td>
</tr>
<tr>
<td>radishes</td>
<td>U.S.no.1, 8-12 roots/bunch, medium-large</td>
<td>wax box, RPC or plastic tote</td>
<td>24</td>
<td>count</td>
</tr>
<tr>
<td>rhubarb</td>
<td>U.S.no.1, 10-15 in. stem length</td>
<td>wax box, RPC or plastic tote</td>
<td>10</td>
<td>lb</td>
</tr>
<tr>
<td>rutabaga</td>
<td>U.S.no.1, roots&gt;1.75 in.</td>
<td>vented plastic bag</td>
<td>25</td>
<td>lb</td>
</tr>
<tr>
<td>scallions</td>
<td>U.S.no.1, 6-9 onions/bunch, 1/4-1 in. diameter, length&gt;8 in.</td>
<td>wax box, RPC or plastic tote</td>
<td>24</td>
<td>count</td>
</tr>
<tr>
<td>spinach, baby</td>
<td>U.S.no.1, 1/4 lb bag</td>
<td>plastic bag in wax box, RPC or plastic tote</td>
<td>24</td>
<td>count</td>
</tr>
<tr>
<td>spinach, baby</td>
<td>U.S.no.1, 1/3 lb bag</td>
<td>plastic bag in wax box, RPC or plastic tote</td>
<td>24</td>
<td>count</td>
</tr>
<tr>
<td>spinach, baby</td>
<td>U.S.no.1, 1/2 lb bag</td>
<td>plastic bag in wax box, RPC or plastic tote</td>
<td>24</td>
<td>count</td>
</tr>
<tr>
<td>spinach, large</td>
<td>U.S.no.1, 1/2 lb bag</td>
<td>plastic bag in wax box, RPC or plastic tote</td>
<td>24</td>
<td>count</td>
</tr>
<tr>
<td>spinach, large</td>
<td>U.S.no.1, 3/4 lb bag</td>
<td>plastic bag in wax box, RPC or plastic tote</td>
<td>24</td>
<td>count</td>
</tr>
<tr>
<td>sweet potatoes</td>
<td>U.S.no.1, 3.5 in. diameter max, 20 oz. weight max</td>
<td>wax box, RPC or plastic tote</td>
<td>40</td>
<td>lb</td>
</tr>
<tr>
<td>tomatillos</td>
<td>10</td>
<td>wax box, RPC or plastic tote</td>
<td>10</td>
<td>lb</td>
</tr>
<tr>
<td>tomato</td>
<td>U.S.no.1, large, red</td>
<td>1-layer flat, tray pack</td>
<td>10</td>
<td>lb</td>
</tr>
<tr>
<td>tomato, cherry</td>
<td>U.S.no.1, pint</td>
<td>pint pulp container with mesh netting in 1-layer, tray pack</td>
<td>12</td>
<td>count</td>
</tr>
<tr>
<td>turnips, salad</td>
<td>5 roots/bunch, roots&gt;1-2 in.</td>
<td>wax box, RPC or plastic tote</td>
<td>24</td>
<td>count</td>
</tr>
<tr>
<td>turnips, purple top</td>
<td>U.S.no.1, roots&gt;1.75 in.</td>
<td>vented plastic bag</td>
<td>25</td>
<td>lb</td>
</tr>
<tr>
<td>winter squash</td>
<td>U.S.no.1, 2-4 lb</td>
<td>wax box, RPC or plastic tote</td>
<td>40</td>
<td>lb</td>
</tr>
<tr>
<td>yellow squash</td>
<td>U.S.no.1</td>
<td>wax box, RPC or plastic tote</td>
<td>20</td>
<td>lb</td>
</tr>
<tr>
<td>zucchini</td>
<td>U.S.no.1</td>
<td>wax box, RPC or plastic tote</td>
<td>20</td>
<td>lb</td>
</tr>
<tr>
<td><strong>Produce, fruit</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>apples, bagged</td>
<td>U.S. fancy, 2.25 in. diameter min, bag size varies</td>
<td>vented plastic bag in fiberboard box</td>
<td>varies</td>
<td>count</td>
</tr>
<tr>
<td>black currants</td>
<td>1/2 pint</td>
<td>1/2 pint pulp container with mesh netting</td>
<td>12</td>
<td>count</td>
</tr>
<tr>
<td>blueberries, fresh</td>
<td>U.S.no.1, 1/2 pint</td>
<td>1/2 pint pulp container with mesh netting</td>
<td>12</td>
<td>count</td>
</tr>
<tr>
<td>blueberries, frozen</td>
<td>U.S.no.1, quart</td>
<td>plastic bag in wax or fiberboard box, RPC or plastic tote</td>
<td>count</td>
<td></td>
</tr>
<tr>
<td>cantaloupe</td>
<td>U.S.no.1, 3-5 lb</td>
<td>wax box, RPC or plastic tote</td>
<td>40</td>
<td>lb</td>
</tr>
<tr>
<td>cherries</td>
<td>U.S.no.1, pint</td>
<td>pint pulp container with mesh netting</td>
<td>12</td>
<td>count</td>
</tr>
<tr>
<td>cranberries</td>
<td>U.S.no.1, 12 oz pkg</td>
<td>12 oz. custom consumer pack</td>
<td>18</td>
<td>count</td>
</tr>
<tr>
<td>gooseberries</td>
<td></td>
<td>1/2 pint pulp container with mesh netting</td>
<td>12</td>
<td>count</td>
</tr>
<tr>
<td>ground cherries</td>
<td></td>
<td>pint pulp container with mesh netting</td>
<td>12</td>
<td>count</td>
</tr>
<tr>
<td>honeydew</td>
<td>U.S.no.1, 3-5 lb</td>
<td>wax box, RPC or plastic tote</td>
<td>40</td>
<td>lb</td>
</tr>
<tr>
<td>peaches</td>
<td>U.S.no.1, pint</td>
<td>pint pulp container with mesh netting</td>
<td>12</td>
<td>count</td>
</tr>
<tr>
<td>Product</td>
<td>Standard</td>
<td>Packaging</td>
<td>Case Pack</td>
<td>Unit</td>
</tr>
<tr>
<td>----------------------------</td>
<td>---------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------</td>
<td>------</td>
</tr>
<tr>
<td>Produce, fruit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>plums</td>
<td>U.S.no. 1, pint</td>
<td>pinto pulp container with mesh netting</td>
<td>12</td>
<td>count</td>
</tr>
<tr>
<td>raspberries</td>
<td>U.S.no. 1, 1/2 pint</td>
<td>1/2 pint pulp container with mesh netting</td>
<td>12</td>
<td>count</td>
</tr>
<tr>
<td>strawberries</td>
<td>U.S.no. 1, pint</td>
<td>pinto pulp container with mesh netting</td>
<td>12</td>
<td>count</td>
</tr>
<tr>
<td>watermelon</td>
<td>U.S.no. 1, 4-6lb</td>
<td>wax box, RPC or plastic tote</td>
<td>40</td>
<td>lb</td>
</tr>
<tr>
<td>Produce, herbs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>basil</td>
<td>4oz. bunch</td>
<td>vented plastic bag in wax box, RPC or plastic tote</td>
<td>24</td>
<td>count</td>
</tr>
<tr>
<td>cilantro</td>
<td>4oz. bunch</td>
<td>wax box, RPC or plastic tote</td>
<td>24</td>
<td>count</td>
</tr>
<tr>
<td>dill</td>
<td>4oz. bunch</td>
<td>wax box, RPC or plastic tote</td>
<td>24</td>
<td>count</td>
</tr>
<tr>
<td>herbs, other</td>
<td>1-4oz. bunch</td>
<td>wax box, RPC or plastic tote</td>
<td>12</td>
<td>count</td>
</tr>
<tr>
<td>parsley</td>
<td>4oz. bunch</td>
<td>wax box, RPC or plastic tote</td>
<td>24</td>
<td>count</td>
</tr>
<tr>
<td>Dairy/Eggs/Perishables</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>cheese, cow, assorted (Mt. Mansfield)</td>
<td>8oz.</td>
<td>cheese paper wrap in fiberboard box, RPC or plastic tote</td>
<td>count</td>
<td></td>
</tr>
<tr>
<td>cheese, goat, assorted (Does' Leap)</td>
<td>5-9oz.</td>
<td>plastic 1/2 pint container in fiberboard box, RPC or plastic tote</td>
<td>count</td>
<td></td>
</tr>
<tr>
<td>cheese, cheddar (Shelburne Farms)</td>
<td>1 year age, 8oz. Block</td>
<td>vacuum sealed plastic in fiberboard box</td>
<td>count</td>
<td></td>
</tr>
<tr>
<td>yogurt</td>
<td>quart</td>
<td>plastic quart container in fiberboard box</td>
<td>6</td>
<td>count</td>
</tr>
<tr>
<td>eggs</td>
<td>large, 1 dozen</td>
<td>fiberboard egg carton in fiberboard box or RPC</td>
<td>12</td>
<td>count</td>
</tr>
<tr>
<td>apple cider</td>
<td>1/2 gallon</td>
<td>1/2 gallon plastic container in fiberboard box</td>
<td>9</td>
<td>count</td>
</tr>
<tr>
<td>Grains</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>whole wheat pastry flour</td>
<td>bulk</td>
<td>plastic lined paper bag</td>
<td>25</td>
<td>lb</td>
</tr>
<tr>
<td>whole wheat bread flour</td>
<td>bulk</td>
<td>plastic lined paper bag</td>
<td>25</td>
<td>lb</td>
</tr>
<tr>
<td>cornmeal</td>
<td>bulk</td>
<td>plastic lined paper bag</td>
<td>25</td>
<td>lb</td>
</tr>
<tr>
<td>black beans</td>
<td>bulk</td>
<td>woven plastic or plastic lined bag</td>
<td>25</td>
<td>lb</td>
</tr>
<tr>
<td>Prepared Foods</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>prepared meal, assorted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>sauce, assorted</td>
<td>pint</td>
<td>2.25 lb rectangular foil pan with lid in RPC or plastic tote</td>
<td>count</td>
<td></td>
</tr>
<tr>
<td>soup, assorted</td>
<td>quart</td>
<td>plastic pint container in fiberboard box, RPC or plastic tote</td>
<td>count</td>
<td></td>
</tr>
<tr>
<td>pesto, basil</td>
<td>6oz.</td>
<td>plastic quart container in fiberboard box, RPC or plastic tote</td>
<td>count</td>
<td></td>
</tr>
<tr>
<td>balsamic vinaigrette, dressing</td>
<td>12fl.oz.</td>
<td>plastic 1/2 pint container in fiberboard box, RPC or plastic tote</td>
<td>count</td>
<td></td>
</tr>
<tr>
<td>Baked Goods</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>bread</td>
<td>varies by variety</td>
<td>paper bag in bread tray or fiberboard box</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meat/Seafood</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>salmon, frozen</td>
<td>1lb, 3-cut family pack or 2lb file</td>
<td>1lb, 3-cut family pack or 2lb file in vacuum sealed plastic in fiberboard box</td>
<td>lb</td>
<td></td>
</tr>
<tr>
<td>beef, ground, frozen</td>
<td>1lb pack</td>
<td>1lb pack, vacuum sealed plastic in fiberboard box</td>
<td>lb</td>
<td></td>
</tr>
<tr>
<td>pork, sausage, link</td>
<td>1lb pack</td>
<td>1lb pack, vacuum sealed plastic in fiberboard box</td>
<td>lb</td>
<td></td>
</tr>
<tr>
<td>chicken, whole, frozen</td>
<td>3.5-5.5lb bird</td>
<td>vacuum sealed plastic in fiberboard box</td>
<td>lb</td>
<td></td>
</tr>
<tr>
<td>Grocery</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>apple butter</td>
<td>16oz.</td>
<td>16oz. glass jar in fiberboard box</td>
<td>12</td>
<td>count</td>
</tr>
<tr>
<td>caramel, goat's milk</td>
<td>8oz.</td>
<td>8oz. glass jar in fiberboard box</td>
<td>12</td>
<td>count</td>
</tr>
<tr>
<td>jams/jellies, assorted</td>
<td>8oz.</td>
<td>8oz. glass jar in fiberboard box</td>
<td>12</td>
<td>count</td>
</tr>
<tr>
<td>fruit syrup, assorted</td>
<td>6.3oz.</td>
<td>6.3 oz. glass jar in fiberboard box</td>
<td>count</td>
<td></td>
</tr>
<tr>
<td>sunflower oil</td>
<td>250ml</td>
<td>250ml glass jar in fiberboard box</td>
<td>12</td>
<td>count</td>
</tr>
<tr>
<td>red balsamic vinegar</td>
<td>250ml</td>
<td>250ml glass jar in fiberboard box</td>
<td>12</td>
<td>count</td>
</tr>
<tr>
<td>maple syrup</td>
<td>1 litre, grade varies</td>
<td>1 litre glass jar in fiberboard box</td>
<td>6</td>
<td>count</td>
</tr>
<tr>
<td>maple syrup</td>
<td>1/2 litre, grade varies</td>
<td>1/2 litre glass jar in fiberboard box</td>
<td>12</td>
<td>count</td>
</tr>
<tr>
<td>tea, black, loose leaf</td>
<td>3oz.</td>
<td>3oz. sealed container</td>
<td>count</td>
<td></td>
</tr>
<tr>
<td>tea, green, loose leaf</td>
<td>3oz.</td>
<td>3oz. sealed container</td>
<td>count</td>
<td></td>
</tr>
<tr>
<td>coffee, reg</td>
<td>1lb pack</td>
<td>1lb lined paper coffee bag</td>
<td>count</td>
<td></td>
</tr>
<tr>
<td>coffee, decaf</td>
<td>1lb pack</td>
<td>1lb lined paper coffee bag</td>
<td>count</td>
<td></td>
</tr>
</tbody>
</table>